



Department of
P L A N N I N G & E N G I N E E R I N G
D i v i s i o n o f P l a n n i n g

TO: Neighborhood Planning Committee

FROM: Christopher Lawrence, AICP, CZA, Comprehensive Planner

RE: Review of Neighborhood Matching Grant Application – Brookfield Village

DATE: February 11, 2005

Background

An application has been received from Brookfield Village, within the Tom's Creek neighborhood. The guidelines for the Matching Grant Program state that applications will be evaluated on the following criteria:

- How the project impacts the neighborhood
- The level of involvement from residents on the project
- The level of neighbor participation and commitment to the project
- How the project addresses neighborhood and Comprehensive Plan goals
- How the project promotes community within the neighborhood
- What benefit the project provides for the neighborhood
- The neighborhood matching fund source is documented
- Designation of a project coordinator that is responsible for the project
- Evidence that local businesses are involved or were solicited for involvement in the process
- Explanation of how the project will be overseen and evaluated
- A projected timeline indicating that it can be accomplished within one (1) year
- Document stating the maintenance requirements for the project after completion and who will maintain it

The committee has the discretion to make a recommendation to the Planning Commission and Town Council that a project application A) not be funded, B) be partially funded, C) provided the request funds, D) or provide more than the requested funding level. The applications are as follows:

Neighborhood: Brookfield Village (Tom's Creek Neighborhood)

Project: Playground Repair and Improvement.

Total Estimated Project Cost: \$4,823.00

Amount Requested from Town: \$2,000.00

Criteria Analysis: Brookfield Village has worked closely with the developer and town Parks and Recreation Department to develop a neighborhood park within the adjacent open space of the neighborhood. Installation of a small recreational structure was completed in 2003 and paid for by Fralin and Waldron, Inc., the developer of the subdivision. The neighborhood park is on town property and is maintained by the town. Since that time, the park use has increased along with the construction of new homes and families locating within the neighborhood.

Every homeowner as well as the developer has pledged funding towards adding additional recreation equipment to the neighborhood park. A pledge sheet was submitted as part of the application. The total project cost is estimated to be \$4,823.00. The neighborhood has pledged \$2,823.00.

The project entails the installation of three major components: (1) 3 bay swing, including 2 regular swings, 2 baby seats, and 1 tire swing; (2) a tarantula climber (see attached sheet for description); (3) bench seat.

The completion of the project would provide enhanced recreational amenities for the neighborhood. The park is located on 12 acres of open space owned by the town. Additionally, a public trail that connects to the Village at Tom's Creek runs through the property and abuts the recreation area. This project is in conformance with the Comprehensive Plan.

The Brookfield Village Homeowner's Association is submitting the application. Ms. Karen Drum, 1101 Brook Circle, has volunteered to serve as the project coordinator for the neighborhood. The Brookfield Village HOA is responsible for the hiring of a contractor and installation. Once complete, the town will be responsible for maintenance. It is estimated that the project will begin in the spring of 2005 and be completed within 3 months.